Canvas: Creating a Rubric Through Assignments

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Creating a Rubric through an Assignment

1) In Course Navigation, click Assignments

2) Click the name of the Assignment to open it

3) Click + Rubric
Create Rubric Title

4) In the Title field, type a title for the rubric

![Rubric Title Example](image)

Edit Criterion Description

5) To add a short criterion description, hover over the criterion and click the Edit icon [1].
6) To add a longer description to the criterion, click view longer description [2]. The longer description helps students understand more information about the criterion. The long description does not display directly in the rubric but can be accessed by all users.

![Criterion Description Example](image)

Select Range (optional)

By default, rubric ratings are created as individual point values. If you want to create a point range instead, click the Range checkbox [1]. Ranges allow you to assign a rating for a range of point options instead of just one point value.

![Range Selection Example](image)

When enabled, the first rating (full marks) shows the total point value in a range format [2]. Each rating displays a maximum and minimum point value. For each rating, the maximum value is assigned as the point value.

Except for the range value display, criterion ranges function the same way as individual point ratings. For instance, a range that includes a maximum of five points and a minimum of three points is assigned the full point value of five points.
**Edit Total Point Value**

Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks.

If you want to adjust the total point value of the criterion, enter the number of points in the **Points** field [1]. The first rating (full marks) updates to the new total point value and any incremental ratings adjust appropriately [2].

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**Add Ratings**

For each criterion, you can add additional ratings.

**To add a rating:**

1) Hover over the first rating and click the **Add Rating (+)** icon [1]. The rubric will create a new rating to the right showing a whole-number point value decrease.

2) To create a new rating with a value split between the two ratings, hover over the first rating and click the double-ended arrow [2]. The rubric will create a new rating to the right showing a split point value between the two existing ratings.

3) You can add additional incremental point values or split additional rubric ratings to create the desired number of ratings.

4) To remove a rating, click the **Remove** icon [3].
**Edit Rating**

For each rating, you can edit the rating description and the number of points assigned to the rating. To edit a rating, hover over the rating and click the **Edit** icon [1]. To edit the name of the rating, enter a new name in the text field [2].

To enter a new point value for the rating, enter the point value in the points field [3]. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

Click the **OK** button [4].

**Delete Criterion**

To delete the entire criterion, click the **Remove** icon.
Add Criterion
To create a new criterion for the rubric, click + Criterion

Create Rubric
Click Create Rubric